

Application to Hire a Council Facility



Applicant Details	
Applicants must be over 18 years of age.	
Organisation	_____
Full Name	_____
Date of Birth	_____ Drivers Licence No. _____
Postal Address	_____
Phone	Home _____ Mobile _____
Email	_____

Bond Return	
The bond for this event to be returned to the payee.	
Full Name	_____
Postal Address	_____

Community Centre or Hall to be Hired	
<input type="checkbox"/> Gelorup	<input type="checkbox"/> Dalzellup <input type="checkbox"/> Capel <input type="checkbox"/> Peppermint Grove Beach
<input type="checkbox"/> Hugh Kilpatrick	<input type="checkbox"/> Senior Citizens <input type="checkbox"/> Jack & Mary Kitchen
Facilities Required	
<input type="checkbox"/> Hall Only	<input type="checkbox"/> Playgroup/Activity Room <input type="checkbox"/> Meeting Room
<input type="checkbox"/> Capel Community Centre Only - <input type="checkbox"/> Titanium <input type="checkbox"/> Zircon	

Function Details	
Function Type _____	
Date _____	Start time _____ Finish time _____
<i>A 1 hour window either side is not charged (except 24 hour hire or meeting room hire)</i>	
Set up time _____	Pack up time _____
How many attending?	Percentage of Shire residents attending?
Is this event open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the teacher/applicant be reimbursed or paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are funds being collected to cover costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an entry fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a Spit Roast?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Records	

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Will alcohol be consumed? Yes No Will the alcohol be: Sold Supplied BYO

- If alcohol is to be consumed please submit an "Application to Consume Alcohol at a Council Facility"
- Should you plan to sell alcohol separately or by way of an inclusive charge with some other service it is necessary to obtain a Liquor Licence from the Department of Racing, Gaming & Liquor and a copy **MUST** be provided to council.

Will there be an impact on local roads? Yes No

All parking rules must be obeyed, anyone found in breach of the local parking laws will be fined by the Community Rangers.

Insurance Note

- Incorporated Bodies, Sporting Clubs and Associations of any kind need to have Public Liability Insurance cover of \$10 million or greater before using a Shire venue.
- Regular users (ie more than 12 bookings per year) are **NOT** covered by the Shire's Casual Hirer Insurance.
- Casual Hirers (other than those mentioned above, are covered under the Shire of Capel Casual Hirers Insurance (\$10 million).

Declaration

Applicant **MUST** read the declaration below and agree to the terms, fees and conditions of hire prior to the application being accepted by Council.

- I/We have read and understood the terms and conditions relevant to hiring facilities provided by the Shire of Capel, and hereby agree to comply with the Local Government Property Local Law.
- I/We agree to indemnify the Shire against all actions, claims, demands and costs arising out of or in connection with the hire of this facility, and agree to pay for any damages caused to the facility during the hire period.
- I/We understand that we must obtain a Shire Liquor Permit for any consumption of alcohol at ANY Shire facility, and if required, accompany this permit with a Liquor Licence from the Department of Racing, Game and Liquor.
- I/We agree to comply with any lawful directions which may be given by the Shire Officers, and that the Shire reserves the right to grant or refuse hire applications, or cancel a booking and return the hire fees and bond at it's discretion, and shall be the final authority in this request.

Declaration

Signature of Applicant(s) _____ Date _____

The Payment of both the total hire amount & applicable bond charge is due when this application is lodged.

Bookings received without payment **WILL NOT** be accepted.

For cancellation policy please refer to "Conditions of Hall Hire" guide.

Office Use only

Hire Charge \$ _____

Less Conc \$ _____

Hire Payable \$ _____

Bond Charge \$ _____

Trust No T _____

Receipt No _____

Taken By _____

Hall & Community Centre Hire - Conditions



The Shire of Capel welcomes you and we hope that the event taking place in our facility will be successful. The information below details the conditions that apply when hiring our facilities.

*****Please note that all Shire buildings are smoke free*****

Keys

Keys will only be issued if hire fees and bond have been paid in full. Unless a prior arrangement is made, all keys must be returned immediately the event has concluded. Sites for key collection are as below.

- Dalyellup Community Centre - collected from Dalyellup Library (9795 7815)
- Gelorup Community Centre keys - collected from Dalyellup Library (9795 7815) or the Shire offices in Capel.
- Hugh Kilpatrick Hall – collected from Boyanup Library (9731 5639)
- Jack & Mary Kitchen Community Centre - collected from Boyanup Library (9731 5639)
- Peppermint Grove Beach Community Centre - collect from Shire Office, Capel (9727 0222)

Setting Up

If paying by the hour for your event, the first hour can be booked at no charge to allow time to set up. Please check when making your booking.

There are chairs and folding tables available for use in the halls. Please do not remove them from the facility. Additional furniture or equipment is not to be brought into the Hall or Community Centre without prior permission from the Shire of Capel.

The following items are NOT to be used at any of our facilities:

- Glitter or confetti;
- Cello tape/Masking tape is not to be used on any painted surfaces;
- Smoke machines, Pyrotechnic devices, dry ice;
- Helium balloons; or
- Dance floor materials (Palais glaze, Wax or Weeties).

*****EXIT signs and EXIT doors must remain clearly visible at all times*****

Cleaning Up

If paying by the hour for your event, the last hour can be booked at no charge to allow time to clean up. Please check when making your booking. At the conclusion of your event you are required to:

- Leave the Hall or Community Centre clean and tidy;
- Dispose of rubbish in the green bins provided and leave outside for collection;
- Sweep the floor and mop up any spills on floors, walls and any other surfaces;
- Put away furniture. Trolleys are provided for shifting chairs and folding tables. PLEASE DO NOT drag stacks of chairs or folding tables across the floor;
- Plates, cups, saucers and dishes must be cleaned and placed in cupboards and urns emptied. Tea towels and detergent are not provided;
- Oven, microwave and fridge must be left clean (do not turn fridge off);
- Remove all party equipment (i.e. streamers, balloons etc)

If the venue is not cleaned to the Shire's satisfaction you will be charged for additional cleaning.

Damage

Report any damage, breakage, or malfunction of equipment to the Shire immediately, or if not possible, the next business day.

Hall & Community Centre Hire - Conditions



Leaving the Hall/Community Centre

Before you lock the front door, please check that the:

- kitchen, exit doors, windows and stage (Hugh Kilpatrick Hall, Boyanup only) are locked;
- men's urinal is flushed;
- kitchen urn is emptied and turned off; and
- all lights are turned off.

If there is a security alarm make sure that it has been armed otherwise you will incur a call out fee from the shire. Call outs to lock doors and windows following functions will result in the sum of \$50 being deducted from your bond.

Cancellations

In the case of a cancellation the following fees will be applied.

- Hirers must give at least 4 weeks' notice of their intention to cease using the venue, or at least 5 business days' notice for a cancellation within a periodic hire period (i.e. a single date in their schedule of reservations).
- If a booking is cancelled, all monies paid in advance will be refunded, except when the cancellation is not made in accordance with the requirements above, in which case 50% of the total hire fee will be retained.

Emergency Evacuation Procedures

Please make yourself and your guests aware of the Emergency Evacuation Procedures displayed in the building.

*****EXIT signs and EXIT doors must remain clearly visible and accessible at all times*****

In the event of a Declared Emergency

The Shire reserves the right to cancel a function at short notice in the event of an emergency that may require either the use of this facility or may impact on this facility. You will be notified as soon as possible by a Shire Officer.

Using the Stage (Hugh Kilpatrick Hall, Boyanup)

The piano is not to be shifted off the stage and children are not to play on the stage. Contact the Shire for permission to move any fixtures if necessary. Hirers should on no account repair or alter the fuses in the stage power box. Any electrical problems should be reported to the Shire immediately who will arrange repair.

Declaration

I _____ hereby agree to abide by these terms and conditions of hire and will ensure that they are all carried out as described above.

Signature _____ Date _____

Office Use Only

Authorising Officer: _____ Signed: _____